

Hillsdale County Road Commission

ENGINEER-MANAGER JOB DESCRIPTION

Revised: May 5, 2022

Management Duties

- Report directly to the Board of County Road Commissioners.
- Carry out the policies adopted by the board.
- Prepare agendas and attend all board meetings.
- Prepare and administer the budget (both Act 51 and cash budget).
- Manage all operations of the road commission.
- Supervise and direct all management personnel.
- Prepare specs and bid all materials, equipment, and construction.
- Prepare estimates for construction and maintenance projects.
- Serve as primary public relations source for news media. Serve as freedom of information officer (FOIA).
- Work with township officials throughout the year to improve and maintain good township relations, including hosting an annual meeting with each and attend monthly MTA meetings.
- Be one of several “on-call” supervisors who are available to respond to after-hours road emergencies.
- Responsible for managing the state highway maintenance contract.
- Responsible for directing all the day-to-day operations of all county road crews through the foremen.
- Responsible for daily assignments of state highway crews.
- Responsible for all road and bridge maintenance on county roads and state highways (both summer and winter).
- Responsible for all road and bridge construction performed by our own crews on county roads.
- Coordinate the seasonal gravel road stabilization program using the graders and scheduling brine delivery from contractors.
- Oversee the permit program for private and utility work in county road right of way.
- Prepare annual sealcoat and paver patch programs with asphalt foreman’s assistance.
- Respond to maintenance complaints and/or assign to appropriate foreman.
- Supervise seasonal employees for mowing and cold patching during summer.
- Support and enforce the work rules and safety rules.
- Assist Board in negotiating labor contracts.
- Interview and hire management and association employees.

Engineering Duties

- Manage the annual contractor-performed bituminous base pulverization and asphalt paving programs.
- Coordinate testing of all materials incorporated in construction projects (i.e. asphalt, concrete, density, etc).
- Oversee the contractor-performed gravel crushing program in county gravel pits.
- Work with the engineering technician in surveying and plan development for construction projects.
- Serve as registered professional engineer, county highway engineer, and project engineer on federal aid projects.
- Develop the 3-year transportation improvement plan for all federal aid road and bridge projects.
- Manage the critical bridge program and biennial bridge inspections.
- Solicit design proposals from consultants for specialized projects, and oversee their work.

Essential Job Functions

- Dexterity of hands and fingers to operate a computer keyboard and mouse.
- Must be physically able to operate a telephone, calculator and photocopier.
- Must be able to position yourself at a desk for extended periods of time.
- Walking, bending and twisting both indoors and outdoors over rough terrain.
- Must be able to work outdoors for extended periods of time.
- Must be able to drive a motor vehicle and maintain a valid drivers license.
- Must be able to lift up to 25 pounds frequently and up to 50 pounds occasionally.

Employment Qualifications:

- Bachelor's degree is desired, but not required.
- A minimum of 5 years of satisfactory, continuous work in similar field.
- A professional engineer's license.
- Experience in road and bridge design/construction in the local government sector and knowledge of MDOT federal aid process a plus.
- Demonstrated expertise in utilization of word processing and spreadsheet software is required.
- Ability to communicate effectively with the public and governmental officials.
- Good organizational skills, possess the ability to be a self-starter and perform the work with minimal supervision.
- The qualifications and job descriptions listed above are intended to represent the minimum duties, skills and experience levels necessary to perform the job; and should not be viewed as absolute employment standards, but as general guidelines that should be considered along with other job selection criteria.